

**KANSAS REAL ESTATE COMMISSION**

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**COURSE UPDATE FORM**

Form No. REL-840

**COURSE SCHEDULE UPDATE****INSTRUCTIONS**

Complete this form to notify the Commission of any additions, changes or cancellations to offered courses at least 15 days prior to such change. Last minutes changes must be submitted to [krec@ks.gov](mailto:krec@ks.gov). Attach separate sheets for each course name/code. Data may be entered before printing this form.

This is submitted as a(n):

☐ ADDITION

☐ CANCELLATION

☐ CHANGE (indicate from and to below)

**SCHOOL INFORMATION:**

SCHOOL NAME

PROGRAM COORDINATOR

SCHOOL CODE (IF ASSIGNED)

**COURSE INFORMATION:**

COURSE NAME

INSTRUCTOR NAME(S):

COURSE CODE

HOURS APPROVED

HOURS PER SESSION

TOTAL HOURS IN COURSE

COURSE DATE(S)

TIME(S)

LOCATION(S)

CHANGE INFORMATION

**COORDINATOR SIGNATURE**

SIGNATURE

DATE SIGNED